ENG 100—Introduction to Composition  
English Department

Catalog Course Description: This course is a study of basic writing and different modes of composition and may include a review of usage. ENG 100 will develop basic composition skills by requiring frequent writing of short (three – five paragraphs) essays. Those grammar and usage errors that occur frequently and disrupt writing will also be stressed. This course does not meet the requirements for an associate degree, but may meet requirements for a diploma or certificate.

Prerequisite(s): ENG 035 or ESL 038, RDG 035 or ESL 037 or equivalent placement scores
Credit Hours: 3

Departmental Website: http://www.midlandstech.edu/learn/academics/academic-departments/english-department
D2L Login Page: https://elearn.midlandstech.edu
Departmental Assistant: Ms. Minnie Thompson (BC) (thompsonm@midlandstech.edu)  
Ms. Monica Boucher-Romano (AC) (boucherromanom@midlandstech.edu)
Department Chair: Dr. Rhonda Grego (gregor@midlandstech.edu)


Additional Course Equipment:  
1. A flash drive or other secure means to save and backup your work is required.  
2. A college dictionary

Course Objectives: Upon completion of this course the student will be able to:  
1. Recognize the role of audience and purpose in effectively organizing and developing texts.  
2. Use awareness of audience and purpose to annotate and analyze readings of a variety of genres.  
3. Recognize and practice all aspects of the writing process including invention, drafting, revising, editing, and proofreading to standards appropriate to audience, purpose, and genre.  
4. Connect their personal knowledge and experience to the ideas of others in their own writing in ways appropriate to audience, purpose, and genre.  
5. Use feedback from instructors and peers to revise, provide feedback to peers, and reflect upon and assess their own processes and products.  
6. Use technology to complete writing projects, using MLA formatting where appropriate.

General Education Core Competency Statement: Upon completion of ENG 100, students should be able to perform basic academic writing tasks.

Course Competency: Students who take ENG 100 should be able to  
1. Write academic essays appropriate for college level classes.  
2. Use words and ideas from external sources effectively and document them correctly.
**Performance:** Success will be measured by the student’s performance on the final portfolio of essays and other writing assignments.

**Course Attendance:**

A. Students are expected to attend all classes.
   - **There are no excused absences.** All absences are counted, regardless of the reason for the absence.
   - Absences are counted from the first day of the semester session.
   - Even when absent, students are responsible for all in-class work as well as out-of-class assignments due.
   - Absence is not a valid excuse for turning in assignments late.
   - Instructors are not obligated to repeat information or allow students to make up missed work.

B. As noted above, there are no excused absences. But in the event of extenuating circumstances, such as illness, students are allowed a certain number of absences, depending on the length of the session:

<table>
<thead>
<tr>
<th>Session</th>
<th>Absences</th>
</tr>
</thead>
<tbody>
<tr>
<td>14-week session</td>
<td>4</td>
</tr>
<tr>
<td>10- or 12-week session</td>
<td>3</td>
</tr>
<tr>
<td>7- or 5-week session</td>
<td>2</td>
</tr>
<tr>
<td>Fast Track session</td>
<td>0</td>
</tr>
</tbody>
</table>

C. Students are expected to be in class for the entire meeting period, with consequences for not doing so as follows:
   - Students will be counted absent if they **miss more than 10 minutes of any portion of the class.**
   - Students arriving after the class meeting start-time but within the first 10 minutes will be marked **TARDY.**
   - If a student arrives after the instructor has taken roll and marked the student absent, but within the first 10 minutes of the period, it is the student’s responsibility at the **end** of that class meeting to request that the absence be changed to a tardy. The instructor is not obligated to change the roll at a later date.
   - Three (3) tardies = one (1) absence.
   - At the discretion of instructors charged with maintaining a productive learning environment for all, any student who is disruptive may be asked to leave class and will be held accountable for missed class time in accordance with attendance policies outlined above. See the English Department Student Responsibilities page for more details.

**Withdrawal:** Should the maximum allowable absences be exceeded prior to midterm, a "W" will be submitted to the registrar to be recorded on the student's transcript. Should the maximum allowable absences be exceeded after midterm, a "WF" will be submitted to the registrar if the student was passing the course at the time of withdrawal OR a "WF" will be submitted if the student was failing the course at the time of withdrawal.

**No Shows:** If you register for a course and decide not to attend for any reason, you must complete a drop form and process through the student Records Office. You will not be automatically purged for non-attendance. If you do not submit a drop form, you will be responsible for course tuition and fees. By not officially dropping the course, you will incur a bill with the college that can only be addressed through the College’s Finance Office. The college’s refund policy and dates are posted each semester.

Effective Spring 2015, the Student Ombudsman’s office will no longer be the initial point of contact for requesting No Shows to be processed. Students who incur a bill must contact the Finance Office.
Administrative Drop Requests: A student requesting an Administrative Drop resulting from medical, death of family member, and other extenuating circumstances experienced while enrolled at Midlands Technical College should be directed to the Student Ombudsman’s office. Our policy dictates a request must be made no later than 30 days after the affected term. Supporting documentation is required and must be received before the request can be processed. Once the request form is received along with supporting documentation, it takes approximately three weeks for processing. As a result of an approved Administrative Drop Request, the student may be granted a refund of tuition and fees.

According to College Procedure 3.10.1, students having to withdraw from college because of Military Deployment (active duty personnel) while enrolled must complete a withdrawal form and submit to the Records Office along with a copy of military orders.

Disabilities Statement: The staff of Counseling and Career Services works to ensure that all educational programming and services are accessible to otherwise qualified students with disabilities. If you have a concern regarding the accessibility of websites, instructional materials, online courses and other electronic or information technology please contact Counseling and Career Services. It is the student's responsibility to self-disclose as a student with a disability and to request accommodations prior to beginning a program or course. Please contact the staff of Counseling and Career Services at 803-822-3505 (AC) or 803-738-7636 (BC) or via email at disability@midlandstech.edu if you have any questions or concerns.

D2L Brightspace Help:

Online Learning Support Help Desk: Technical questions related to the operation and use of Desire 2 Learn can be answered from our Support Help Desk. A response will be provided within one business day.
To login: use your MTC e-mail account username and password.
(Student Username Example: georgeasmith)
(Faculty Username Example: smithg)

Desire 2 Learn Assistance Online: Technical questions related to the operation and use of Desire 2 Learn can also be answered by leaving the information by telephone at (803) 822-3561, or emailing D2LHelp@midlandstech.edu. A response will be provided within one business day.

For MyMTC log-in issues please call 803-738-7888.

Academic Dishonesty: The students of MTC have adopted the following Honor Code:
As a member of the Midlands Technical College community, I will adhere to the college’s Student Code. I will act honorably, responsibly, and with academic integrity and honesty. I will be responsible for my own academic work and will neither give nor receive unauthorized or unacknowledged aid. I will behave courteously to all members of the MTC community and its guests and will respect college property and the property of others.

- The Student Code (Appendix I of the MTC Student Handbook) defines academic dishonesty, which includes, but is not limited to, cheating on tests, plagiarism, collusion, and falsification. Such actions will result in discipline.
- Cheating on tests includes:
  - Copying from another student’s paper.
  - Copying or presenting someone else’s work as your own.
  - Using unauthorized materials during a test.
  - Collaborating with any other person during a test without permission.
  - Knowingly obtaining, using, buying, or selling in whole or part the contents of any test.
  - Bribing any other person to obtain information about tests.
  - Substituting for another student, or permitting another student to substitute for you.
- Plagiarism is taking another person’s work and using it without giving the source credit in any graded assignment.
- The use of cell phones or other portable electronic devices for purposes of academic dishonesty in any form is strictly prohibited; students who violate this policy will be subject to the disciplinary procedures and sanctions outlined in the Student Code.
- For more information about academic dishonesty, see the Student Code.

If you are suspected of cheating, your instructor will inform you. You may explain or refute the allegation. If your instructor still thinks the charges are founded, you will be referred to the Office of the AVP, SDS. Documentation is submitted to the Office of the AVP, SDS, by your instructor. You will then meet with either Dr. Holloway or Mr. Hayden. After the meeting, you will receive a letter with the sanction grade of zero (0) and any other sanctions deemed appropriate. You will have the right to file an appeal. Once the hearing and the notice of the right to appeal have been completed, the instructor will be notified to apply the sanction grade of zero (0).

Course Requirements:
In order to pass the course, students must
1. Follow the requirements in the English Department Student Responsibilities handout.
2. Turn in a final portfolio of all assignments, including daily reading and writing assignments, as directed by your instructor.
3. Complete four full-length essays in response to readings and eight out-of-class short writing assignments, as well as a final essay exam.
4. Complete in-class writing assignments and readings.
5. Earn a C or higher average on the essays in the portfolio, or a “3” average (see instructor handout for further information)
6. Earn a passing average on all assignments.
7. Work with a writing tutor at the Academic Success Center (ASC) as required by the instructor.

Course Grading:
The average for the total work you have done in the course, including your portfolio of essays and other course work (see descriptions and percentages immediately below), will determine your final grade for ENG 100: A – F, NC, W or WF.

Grading Scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>A</td>
<td>Superior Work</td>
</tr>
<tr>
<td>80-89</td>
<td>B</td>
<td>Good Work</td>
</tr>
<tr>
<td>70-79</td>
<td>C</td>
<td>Average Work</td>
</tr>
<tr>
<td>60-69</td>
<td>D</td>
<td>Below Average Work</td>
</tr>
<tr>
<td>0-59</td>
<td>F</td>
<td>Unsatisfactory Work</td>
</tr>
</tbody>
</table>

75% Portfolio of at least five (5) full-length essays
- To pass ENG 100, you must have a C or higher average on the full-length essays in your portfolio, or an overall score of “3.”
- You will complete at least four essays and one in-class essay exam that respond to readings.
- Save all of your work, including rough drafts and revisions.
- Your instructor will explain how the final portfolio is to be organized and graded.
- You will turn in this portfolio to your instructor at the end of the semester.

25% Other course work, such as eight (8) short writing assignments, essay drafts, in-class writings, and/or journals.
In addition to writing essays, you may be required to submit out-of-class short writing assignments, essay drafts, in-class writing assignments, and journal entries. You may also be graded for daily participation, including quizzes (averaged).

**W or WF:**
- Should the maximum allowable absences be exceeded prior to midterm, a “W” (Withdrawn) will be submitted to the registrar to be recorded on the student’s transcript.
- Should the maximum allowable absences be exceeded after midterm, either a “W” will be submitted to the registrar (if the student was passing the course at the time of withdrawal) OR a “WF” (Withdrawn Failing) will be submitted if the student was failing the course at the time of withdrawal.

**Passing (A, B, C, D):**
- If you turn in a graded portfolio that meets your instructor’s guidelines and earns a grade of 70 or higher, your passing grade will be calculated according to the instructor’s policies.
- Students who earned a 70 or higher on the portfolio but whose average in the course overall falls below 70 (due to late work) will receive a D.
- Students who pass the course will move on to ENG 101 in a subsequent semester.

**No Credit (NC):**
- If you turn in a completed portfolio (as defined by your instructor), but it does not earn a 70 or higher, you will receive a grade of NC (No Credit) for the course. This is true only if this is your first attempt at completing Eng 100.
- This means you cannot enroll in ENG 101. You must repeat ENG 100 in the next term you are enrolled, complete all assignments required by your instructor, and earn a passing grade before you can enroll in ENG 101.
- You may receive an NC only once. The NC does not affect your GPA, but does count as hours attempted and may affect eligibility for financial aid. (See the Student Financial Aid office for more information.)
- The Veterans Administration will not pay for courses in which the student receives an NC. For this reason, students paying for courses using VA benefits may choose to receive an F instead of NC.

**Not passing (F):**
- If you attended the course all semester but failed to turn in a completed portfolio that meets your instructor’s guidelines, you will fail the course and earn a grade of F.
- This means you cannot enroll in ENG 101. You must repeat ENG 100 in the next term you are enrolled, complete all assignments required by your instructor, and earn a passing grade before you can enroll in ENG 101.
- An F may also be given to a student who has previously earned an NC in the course. Students may only receive one NC in ENG 100. A second NC will be changed to an F.

**Classroom Rules/Other:** See English Department Student Responsibilities Sheet and the Academic Affairs Student Guidelines and Expectations. In addition, your instructor may provide additional policies or requirements for his/her individual courses. Please check with the instructor to see if this applies to your section of ENG 100.

Notice to students—materials used in connection with this course may be subject to copyright protection and should not be copied, downloaded, or further disseminated without proper permission from the appropriate copyright holder.

**Accessibility**
The staff of Counseling and Career Services works to ensure that all educational programming and services are accessible to otherwise qualified students with disabilities. If you have a concern regarding the accessibility of websites, instructional materials, online courses and other electronic or information technology please contact Counseling and Career Services. It is the student's responsibility to self-disclose as a student with a disability and to request accommodations prior to beginning a program or course. Please contact the staff of Counseling and Career Services at 803-822-3505 (AC) or 803-738-7636 (BC) or via email at disability@midlandstech.edu if you have any questions or concerns.